

**Suggested names: One Marvin; Collaborate Marvin; Marvin Together**

**Others suggested by HOA Presidents Group: Marvin Neighbors, Marvin Collab., Marvin for You, Marvin with You, Marvin Marvin Partners, Marvin Team, Team Marvin**

**Vision:**

To build a strong, connected, and inclusive community through collaborative partnerships between local government, residents, businesses and other stakeholders — guided by trust, open communication, and mutual cooperation.

**Program Mission:**

1. **Foster Collaboration:** Promote shared goals and collective action to address community needs.
2. **Build Trust:** Create transparent processes and equitable opportunities for all partners.
3. **Encourage Communication:** Facilitate regular dialogue between the government and community stakeholders.
4. **Enhance Cooperation:** Support joint projects and initiatives that benefit the local area.
5. **Enable Access to Funding:**
  - Priority consideration on key initiatives such as Capital Improvement Plan rankings and/or other state and federal grant funding sources identified by the Village of Marvin — such as stream restoration and debris removal, sidewalk projects connecting to schools, safe streets initiatives aimed at reducing traffic and enhancing pedestrian safety and expanded recreational opportunities; AND
  - Prioritized consideration for pilot project opportunities; AND
  - Provide access to the Collaborative Project Fund for qualified partnership projects.

**Program Goals:**

**Strengthen Community Bonds**

- Build inclusive and lasting relationships between residents, HOAs, local businesses, nonprofits, and government through structured, ongoing collaboration.

**Promote Cost-Effective Solutions**

- Develop shared projects that reduce the financial burden on individual HOAs and taxpayers by leveraging pooled resources, partnerships, and grant funding.

**Increase Access to Grant Funding**

- Prioritize and empower local projects by offering micro-grants through the Collaborative Project Fund and by advocating for additional funding aligned with Marvin's strategic priorities.

**Enhance Local Quality of Life**

- Support projects that improve safety, connectivity, environmental resilience, youth engagement, and recreation, — tailored to the unique needs of Marvin neighborhoods.

## **Advance Transparent and Inclusive Governance**

- Encourage open dialogue and inclusive planning by creating a Partnership Committee composed of Certified Trust Partners and Village leadership.

## **Encourage Equitable Participation**

- Provide meaningful opportunities for engagement to both organized HOAs and unincorporated neighborhoods, ensuring all voices have a path to participate in community development.

## **Foster Innovation Through Collaboration**

- Inspire creative and scalable solutions to local challenges by facilitating cross-sector partnerships and shared leadership among Marvin stakeholders.

## **Promote Accountability and Results**

- Ensure that projects funded through the program demonstrate measurable impact, shared responsibility, and long-term community value.

## **Program Components:**

Partnership Committee consisting of Certified Trust Partners, Village of Marvin staff, elected and appointed representatives.

## **Functions:**

- Meet quarterly to discuss community issues including:
  - identification of potential collaboration ideas.
  - provide input on partnership ideas and outside grant funding opportunities (as known).
  - identification of needs and availability of resources that benefit community needs.
- Serve as a liaison between the community and government and facilitates trust building strategies.
- Serves to promote effective communication and outreach and to produce collaborative leadership development for the residents of Marvin and partnering communities.

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## **Collaborative Project Fund (CPF)**

A Micro-Grant (\$250–\$2,500) to support joint initiatives between the local government and eligible community trust partners. All funding opportunities is contingent on availability of funds and subject to approval as part of the Village’s annual budget process. Funding levels may vary year to year, and submission of a request does not guarantee approval or award.

## **Priority Areas:**

- Public safety & wellness (e.g., traffic calming, digital radar signage, etc.).
- Environmental sustainability (e.g., butterfly gardens, stream clean-up, etc.)
- Community Education

- Historical Preservation
- Youth development or Senior Citizen care
- Neighborhood revitalization/beautification (i.e., within a community thoroughfare)

### **Eligibility:**

- Must be within the corporate limits of Marvin. (or non-profits that serve Marvin residents)
- Must be an entire HOA (active or inactive) OR a group of homes (like a subdivision but not in an HOA) OR Commercial Development OR a Non-profit
- Must comply with the Village of Marvin Outside Funding Policy (see Appendix)
- Must be a registered community organization by:
  - Submitting the attached letter of request and community trust pledge demonstrating a willingness to be a collaborative partner with the Village of Marvin. For areas not included in an active HOA, each property owner within the proposed area will sign.
  - Submitting HOA by-laws and CCRs (if applicable).

**Please note:** The Village of Marvin does not review, interpret, enforce, or verify compliance with any community's Covenants, Conditions, and Restrictions (CCRs), bylaws, or other governing documents. Submission of these documents is solely for the purpose of verifying organizational structure and eligibility for participation in the Community Partnership Program. It is the responsibility of the applying community or organization to ensure that any proposed projects or partnerships are aligned with their own governing documents.

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### **Evaluation & Accountability**

The Village of Marvin Community Partnership Program is committed to ensuring that all partnerships, projects, and funding decisions are transparent, results-driven, and aligned with the Village's vision of collaboration, trust, and community impact. Evaluation and accountability will be guided by a final report submitted to the Council on project completion. The final report should include the following:

- Financial Impact: (such as reduction in HOA fees or tax allocation related to funded projects (if measurable) or financial reinvestment back into the community (if measurable))
- Community impact: Estimated number of people benefiting from the project or environmental impact analysis/results
- Youth and community engagement outcomes (program participation, usage rates)
- Tangible improvements to quality of life:
  - Number of new or improved community amenities (e.g., sidewalks, parks, trails)
  - Traffic and pedestrian safety enhancements implemented

### **Transparency:**

- All funding applications and decisions on partner-led initiatives supported by the Village and total grant funding distributed will be publicly posted on the Village's website

**Timeline:**

- Application will open June 1<sup>st</sup> each year.
- Deadline to apply for funding is August 1<sup>st</sup>.
- Groups present at the September Regular session Council Meeting.
- Projects must be completed by May 1<sup>st</sup> of that fiscal year.
- Impact/Financial report due May 30<sup>th</sup> of that fiscal year.

**Community Trust Pledge**

**Village of Marvin Community Partnership Program**

As a committed partner in the Village of Marvin’s Community Partnership Program, I/we pledge to uphold the following principles in all collaborative efforts:

**Communication & Transparency**

I/we will engage in open, consistent, and honest communication with all stakeholders, ensuring transparency in goals, actions, and outcomes.

**Inclusive Decision-Making**

I/we will actively include diverse voices and perspectives in the planning and decision-making process, valuing equity, representation, and mutual respect.

**Respectful & Honest Collaboration**

I/we will work with integrity, treat all partners with dignity, and foster an environment where differences are addressed constructively and with empathy.

**Shared Responsibility & Outcomes**

I/we will share ownership of both the work and the results, holding ourselves accountable for delivering positive, measurable outcomes that benefit the community.

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By signing this pledge, I/we affirm our commitment to building trust, strengthening collaboration, and creating lasting impact for the Village of Marvin.

**Signature:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Letter of Request Form

### Village of Marvin Community Partnership Program

#### Section 1: Community Information

- **Name of Community / HOA / Group:** \_\_\_\_\_
- **Type of Entity:**
  - Active HOA             Inactive HOA             Commercial Development
  - Unincorporated Neighborhood             Other non-profit
- **Physical Address:** \_\_\_\_\_
- **Contact Person Name:** \_\_\_\_\_
- **Title/Role:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Number of Homes / Units (if a Community):** \_\_\_\_\_

#### Section 2: Statement of Request

We, the undersigned, respectfully request consideration for designation as a **Certified Trust Partner** under the Village of Marvin's Community Partnership Program. We seek to:

- Join the Partnership Committee and contribute to ongoing collaboration.
- Participate in future pilot project opportunities.
- Access grant opportunities through the Collaborative Project Fund.
- Promote inclusive community engagement and improvement.
- Install an official Village of Marvin Partner Community sign at entrances.

Please find enclosed our signed **Community Trust Pledge** as a demonstration of our commitment to open communication, shared responsibility, and collaborative development in Marvin.

#### Section 3: Program Alignment (Check all that apply)

Our community intends to partner with the Village of Marvin to pursue projects that align with the following goals:

- Public Safety & Wellness
- Environmental/Stream clean up
- Youth Development or Senior Care
- Revitalization/Beautification
- Pedestrian & Traffic Safety Improvements
- Connectivity (e.g., trails, sidewalks to schools)
- Recreation Expansion
- Community Education

Briefly describe any current ideas or areas of need your community is interested in addressing:

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**Section 4: Required Documentation Checklist**

- Signed **Community Trust Pledge**
- HOA By-Laws and Covenants/CCRs (if applicable)

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- Signatures from all property owners within the proposed partnership area (for non-HOA communities)
- Non-profit or tax-exempt documentation (TaxID# and 990)
- List of Board of Directors
- Grant Funding Application if requesting funds (if applicable per Village instruction)

**Section 5: Signature & Acknowledgment**

By signing below, I/we affirm that the information provided is accurate to the best of our knowledge and agree to engage in good faith as a collaborative partner with the Village of Marvin.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Organization/Community Name:** \_\_\_\_\_

Please submit your completed request to:  
**Village of Marvin – Community Partnership Program**  
Austin Yow at [Clerk@marvinncc.gov](mailto:Clerk@marvinncc.gov)

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## Appendix



### Policy/Guidelines for Outside Community Partnership Funding

The Village of Marvin, on an annual basis, provides grant funding to community partners and/or non-profit agencies so that they may provide services needed for Marvin residents. This support is directed to those agencies focused on community education, environmental sustainability, beautification, historical preservation, and care for Marvin senior citizens to name a few. To be efficient and fair, the Village uses the following process and general guidelines:

Schools, Colleges, Universities, and Religious Institutions are not eligible.

Organizations must join the Village of Marvin Community Partnership Program (Letter of Request Form) and sign the Community Trust Pledge.

Organizations requesting grant funds must also complete the Application Process for Fiscal Year Funding (July 1 - June 30<sup>th</sup> annually):

- Applications will open **June 1<sup>st</sup> each year**. Eligible non-profit agencies will be able to apply for grant funding.
- Deadline to apply for non-profit agency funding is **August 1<sup>st</sup>**. Proposals need to be sent to our Clerk, Austin Yow at [clerk@marvinnc.gov](mailto:clerk@marvinnc.gov).
- Proposals will be given to Council for review, in their agenda packet. Agencies will need to attend the **September** Regular session and present their proposals to Council. Village Council will vote on projects and determine agencies and award amounts during that meeting.
- Once funds are awarded, projects must be completed by **May 1<sup>st</sup> of that fiscal year, unless an exception is requested and granted**.
- Any agency who receives funding is required to report to the Village of Marvin on how the funds were dispersed. The deadline to submit this report each Fiscal Year is **May 30<sup>th</sup>**.

#### Program Grant Guidelines:

- Organizations receiving grants must be an entire HOA (active or inactive), a group of homes (subdivision not in an HOA), Commercial Development, OR a North Carolina non-profit with tax-exempt status under Section 501 of the Internal Revenue Code, 501(c)(3). A copy of the applicant's IRS determination letter for tax-exempt status

must be provided to the Village. 501c3 organizations must maintain their non-profit status by filing IRS reports, including Form 990, as appropriate.

- Non-profit agencies must **serve the Village of Marvin** and meet a public purpose that the Village has statutory authority to provide. The non-profit agency must be experienced in delivering that service. It is not required that non-profits are physically located within the Village limits, however priority will be given to those located within the Village.
- All organizations must have a Board of Directors. Non-profit agencies must have 501(c)3 status. All Community partners awarded funding, must provide the Village of Marvin with appropriate accounting measures, in compliance with the Local Government Budget and Fiscal Control Act, to ensure accountability.
- Community Partners may request any amount between \$250 to \$2,500 for a service project or program **that explicitly serves Marvin residents or the public good**. The maximum amount of funding available is determined each year by the Village Council in their annual budget.
- The number of agencies funded may change each year, there is no limit on the number of agencies that can qualify and apply.
- Any agency who receives funding is required to report to the Village of Marvin on how the funds were dispersed and the measurable impact. The deadline to submit this report each Fiscal Year is **May 30<sup>th</sup>**. Report template will be sent by the Finance Director to award recipients.
- Failure to report on dispersed funds by the deadline **may** exclude the organization from eligibility to apply during the next fiscal year.
- All grantee organizations shall be in compliance with applicable Federal and State laws and regulations prohibiting discrimination on grounds of race, color, national origin, disability, religion, or sex in both employment practices and in the provision of facilities and services to the public.

### **Funding Restrictions:**

Grant funds may not be used for the following expenditures:

- Deficit reduction or deficit-related expenditures
- Contingency funds
- Food or beverages for hospitality or entertainment functions
- Fundraising events
- Principal and/or interest on loans, fines, or litigation costs
- Lobbying expenses
- Staff Salaries

### **Sample Projects:**

- Landscaping
- Trail improvements/maintenance
- Murals
- Benches
- Community art
- Tree planting
- Community Gardens
- Dog Waste Stations
- Butterfly or Pollinator Gardens
- Special Events
- Education Series/Workshops
- Weeding, mowing or cleanup
- Stream clean-up
- Litter Sweeps
- Wildlife Habitats
- Marvin Beautification projects

**Questions should be directed to the Finance Director, Jill Carilli by emailing [jillcarilli@marvinnc.gov](mailto:jillcarilli@marvinnc.gov) or by calling 704-843-1680.**

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